

Position: Development Manager

Location: Richmond, VA

Supervisor: Executive Director

Position Description: The position will focus on increasing revenue through several events, as well as focus on the prospecting, cultivation, and retention of individual and corporate donors and the mobilization and management of the Virginia Hemophilia Foundation's (VHF) volunteers.

Duties and Responsibilities:

- Ensure successful implementation and growth of all VHF fundraisers, general giving campaigns and similar initiatives
- Establish, set, and meet financial goals and objectives for all development activities in partnership with the Executive Director, VHF Board of Directors, and other key stakeholders
- Implement peer-to-peer fundraising best practices to increase growth and participation for all events
- Build relationships with constituency to cultivate and steward, including face-to-face meetings and reoccurring correspondence
- Maintain the donor/member database; including data entry, create mailings and mailing labels, generate reports (including post event income/expense reports), and manage donor contacts, donations, and acknowledgement letters
- Cultivate both individual giving, corporate sponsorships, and foundation partnerships
- Coordinate event details and logistics; including participation registration and management, selection of date, location, time, and event details for all development activities
- Recruit, screen, coordinate, direct, and manage the recruitment of volunteers
- Contribute to newsletters, the development of marketing materials, and social media platforms
- Develop new sources of revenue by submitting grant requests throughout the year
- Assist the Program and Communication Director with VHF programming events as needed

Qualifications:

- A bachelor's degree in business, communications/marketing, public administration or related field is preferred. A minimum of two years in the nonprofit and/or business sector with proven experience in fundraising, event management, sales, or marketing is required.

Knowledge and Skills:

- Strong customer service and sales skills
- Organized, outgoing, enthusiastic, and friendly
- Experience in setting, meeting, and achieving and/or exceeding goals
- Excellent written, interpersonal, and verbal skills are essential
- Experience planning and implementing nonprofit special events
- Strong sense of accountability, responsibility, and commitment
- Proficiency with Microsoft Office, experience with social media sites, including email marketing sites (i.e. Constant Contact). Experience with donor database software a plus.
- Experience in the management and mobilization of volunteers

Working Conditions:

- There will be some weekend and weeknight event commitments. Travel will occur throughout Virginia
- Flexibility required